

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

JUNE 24, 2003

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FROM: GERRY NEWCOMBE, Deputy Administrative Officer
County Administrative Office

SUBJECT: CAPITAL IMPROVEMENT REQUESTS AND SHORT TERM LEASES

RECOMMENDATION: Receive list of County Administrative Office (CAO) approval of Capital Improvement Program (CIP) Requests and short-term leases for the period May 7, 2003 to June 6, 2003.

BACKGROUND INFORMATION: On November 7, 2000, the Board of Supervisors adopted County Policy No. 08-02-01, Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the CAO shall prepare a timely (but not less than monthly) agenda item to the Board listing the CAO's approval of CIP requests that authorize the commencement of any Formal Request for Proposal (Formal RFP), Solicitation of Proposal (SOP), and/or Short Term Proposal (STP) process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

The following CIP requests were approved by the CAO to begin the next step in the process for the period May 7, 2003 to June 6, 2003.

<u>Date Approved</u>	<u>Location</u>	<u>Department</u>	<u>Sq. Footage</u>	<u>Process</u>	<u>Funding Source</u>
5/28/03	Yucca Valley	Sheriff	851 sq. ft. of office and warehouse space	STP	Sheriff Budget General Fund

There were no STP leases approved by the CAO for the period May 7, 2003 to June 6, 2003:

REVIEW BY OTHERS: This item has been reviewed by the County Administrative Office (Janet Lowe, Administrative Analyst) on June 11, 2003.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Gerry Newcombe, Deputy Administrative Officer (387-9046)

Record of Action of the Board of Supervisors

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